

Minneapolis City Council Office Associate

Position description:

The City of Minneapolis – Department of City Council is seeking candidates for the position of Council Member Office Associate.

Council Member Office Associates are politically appointed, at will positions that are responsible for assisting the appointing Council Member with a variety of official duties and responsibilities.

Job duties and responsibilities:

Plan, organize, and manage daily office operations and perform administrative tasks to relieve the Council Member of routine business matters using personal initiative and good judgement, including but not limited to:

- Handle all incoming scheduling requests and manage the Council Member's schedule as well as maintain the Council Member's public calendar.
- Staff the front desk for the ward office, receive and respond to callers and guests, and make referrals.
- Retrieve voicemails, answer the phone, respond to constituent issues in a timely manner via phone, electronic, or written correspondence.
- Track constituent contact information and interactions in a constituent tracking system.
- Coordinate with departments / City Staff on constituent needs and Council Member requests.
- Assist with policy research as needed.
- Generate content for electronic newsletter and maintain newsletter subscriber list.
- Provide proper documentation for use of purchasing card.
- Receive, process, and route daily mail.
- Perform records management duties for the ward office, maintain files as appropriate.
- Prepare and process any mailings for the ward.
- Assist in managing ward office budget funds and process payments.
- Provide supplemental support to Council Member's Policy Aide on a variety of projects and assignments, and substitute for the Policy Aide when necessary.
- Flexibility to occasionally attend community events in the evening or on a weekend
- There is also the potential to assist directly on policy issues and initiatives if there is interest and capacity in addition to other duties.

Knowledge, skills, and abilities:

- Familiarity with or have experience in community organizing or community based work
- Strong problem solving skills
- Ability to work comfortably in Word, Excel, and ability to learn other programs such as constituent tracking
- Background or interest in public policy

- An understanding of the local political landscape
- Ability to learn quickly and manage details
- Display emotional intelligence and patience
- Display excellent customer service, oral and written communication skills while dealing effectively with elected officials, City employees, and the public
- Able to work effectively with minimal supervision
- Cultural competency

Salary and benefits:

Starting salary is \$49,453 but negotiable DOQ.

This is a benefits eligible position.

How to Apply:

- Applications accepted **Tuesday, September 22, 2015 through Thursday, October 15, 2015.**
- Please email **Cover Letter and Resume** to suzanne.murphy@minneapolismn.gov prior to the job closing date.

The City of Minneapolis is an Affirmative Action/Equal Opportunity Employer.